



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Sarah Adelman**  
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING NUMBER</b>	716-21	<b>ISSUE DATE</b>	10/22/21	<b>CLOSING DATE</b>	11/05/21
<b>TITLE</b>	Personnel Trainee	<b>RANGE</b>	Y95		
<b>LOCATION</b>	Vineland Developmental Center 1676 E. Landis Avenue, PO Box 1513 Vineland, NJ 08362-1513	<b>SALARY</b>	\$46,646.55 - \$48,767.10		
		<b>OPEN To</b>	Current State employees		
<b>DEFINITION</b>	<p><b>Applicants who previously responded to Job Opportunity #678-21 need not reapply</b></p> <p>Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.</p> <p><b>NOTE:</b> The examples of work for this title are for illustrative purposes only. A particular title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p> <p>Eligibility for consideration for this position is based on resume content.</p> <p><b>This posting may be used to fill future vacancies.</b></p>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college or university with a Bachelor's degree. (Preferred degree includes: HRM, Business Administration, Communications, Business Mgmt., Technology)				
<b>EXPERIENCE</b>					
<b>NOTE</b>	<p>Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Personnel Assistant 4, Personnel Assistant 4 Employee Relations, and Human Resource Consultant 1.</p> <p>The inability of an employee in this title to attain a level of performance warranting advancement to a title listed above shall be considered cause for separation.</p>				
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>LICENSE</b>	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. <i>All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18<sup>th</sup>, 2021. To comply with that requirement, fully vaccinated staff must provide proof of vaccination status</i>				
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter, resume and <b>copy of college transcript(s)</b> electronically to: <a href="mailto:Ddd-vdc.Humanresources@dhs.nj.gov">Ddd-vdc.Humanresources@dhs.nj.gov</a> You must include the Job Posting # in the subject line of your email.					

